



WYOMING MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES DIVISION

CHILDREN'S MENTAL HEALTH WAIVER

Subject: Initial Provider Certification Process (online form)

Date: 2010

The Children's Mental Health Waiver is a Medicaid Home and Community-based program for children/youth with serious emotional disturbance and their families to receive non-clinical support services from contracted providers. You are applying to be a contracted provider for these services. You will be working with providers from other child-serving agencies as part of a Family Care Team, including mental health providers, teachers, and other professionals as well as friends and relatives who are close to the child/youth and family.

Once certified, your name will be included on a list that children/youth and families will receive and have ongoing access to. The child/youth and family choose from the provider list who they wish to work with. Please note that this is not guaranteed immediate or full-time work, although becoming a waiver provider has many benefits – including flexible scheduling, making a difference in a child's life, helping families, and creating your own career.

The contents of the certification packet (ALL documents must be completed, submitted, and processed in order to certify you as a Children's Mental Health Waiver provider) may be downloaded and include the following documents:

ALL FORMS MUST BE SUBMITTED TO THE CHILDREN'S MENTAL HEALTH WAIVER

Children's Mental Health Waiver Program
Mental Health and Substance Abuse Services Division
6101 Yellowstone Road Suite 220
Cheyenne, WY 82002

1. Fingerprint cards for FBI (blue) and DCI (orange) background checks & money order made out to the Attorney General for \$39

This step is required by Wyoming Statute 7-19-201 and will take the longest amount of time to complete and receive. Please review the instructions for background checks that are included in this packet.

2. Application for Child Abuse/Neglect and Adult Central Registry Screens & money order made out to the State of Wyoming for \$8

This step is required by Wyoming Statute 14-3-214 as waiver providers have unsupervised access to minor children. Please follow the instructions provided in this application packet to complete and submit the form. *This form is date sensitive; therefore do not sign and date it until you are ready to submit the packet.*

Your certification will not be complete until the results of the background check and Central Registry screening are received in the Mental Health and Substance Abuse Services Division office.

3. Provider Application Form

4. Employment History form

Complete this form ONLY IF a copy of a Bachelor's Degree in Human Services or related field is not submitted. This form gathers work history and experience to document provider

qualification requirements.

5. Provider Confidentiality Statement

This document outlines your responsibilities relating to the confidential treatment of information relating to the children/youth and families you may serve as a waiver provider. Confidentiality is a right that you give the children/youth and families you serve by how you collect, maintain, use and share the information you have access to as part of your waiver provider responsibilities. Improper disclosure of information could jeopardize your provider certification. Please keep a copy of this form for your personal certification records.

6. “FYI” form

This form serves as a reminder of several key points you need to know and remember as a certified waiver provider. Please keep a copy of this form for your personal certification records.

7. Copies of: CPR, First Aid, Current Driver’s License and current auto insurance card.

Waiver Service Providers must be enrolled as Medicaid providers in order to receive payment for services. An enrollment packet will be sent to you after all information has been submitted and approved through the application process. This will be the second step in your certification process.

All providers are required to have secure access to a computer with a current and working e-mail address. You will be required to bill for your services electronically or utilize a billing agent to assist you in that process. If you so choose, the billing software will be provided to you at no cost and will have to be loaded onto the hard drive of a computer with internet access. If you choose not to download the software, you can bill electronically via the secure portal. Training will be provided by ACS and waiver staff is trained to help answer some questions as well.

All provider applicants are required to complete *waiver specific* certification training as the final step to provide services for the Waiver.

If you have any questions regarding the information packet you have received or the certification process, please contact the Children’s Mental Health Waiver at (307) 777-5061.

Thank you for your interest in working with the Children’s Mental Health Waiver program.

We look forward to teaming up with you to help make a difference in the lives of children/youth with serious emotional disturbance and their families.